

**MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**Aging & Adult Services Agency**  
**Request for Proposal**  
***Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) Initiative***

**Background**

Vulnerable adult abuse, neglect and exploitation are some of the fastest growing crimes in Michigan impacting an estimated 90,000 adults each year at significant financial and human cost to our citizens and our service systems, including Medicaid and Adult Protective Services (APS). Despite recent abuse prevention and education efforts, national data reveals that less than one in 10 cases are brought to the attention of authorities, with this ratio increasing as high as one in 25 for financial exploitation cases. Recent studies also highlight an even more frightening reality for vulnerable adults with disabilities or cognitive deficits – almost half of this group report being victimized. As demonstrated by Gov. Snyder's support of elder abuse prevention efforts in his Special Message on Aging, Michigan must act quickly to implement tools and systems to prevent abuse, better protect older adults, reduce strain on public assistance, and prepare Michigan to leverage anticipated federal funds under the Elder Justice Act.

**Purpose**

The Aging & Adult Services Agency (AASA) invites organizations to submit a proposal to apply for funding under the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) initiative. The purpose of this Request for Proposal (RFP) is to solicit applications from organizations in the legal, non-legal, community-based, for-profit, and non-profit sector, or those working in collaboration with Michigan's aging network that want to prevent elder abuse. AASA is looking for strong applicants that want to help support ongoing elder abuse prevention and detection efforts, while providing trainings in the areas of elder abuse laws, reporting and screening. Each applicant should be able to plan and develop a system to address elder abuse and support prosecution in their service area.

**Objectives**

The following is a list of project objectives that AASA was charged with accomplishing in FY15. Applicants are encouraged to build off of the work completed in FY15 to support this year's project objectives:

**1. Determine the cost and feasibility of developing an integrated elder abuse reporting system.**

- Review, study and understand the PREVNT report from FY15. If needed, continue the work of PREVNT from the recommendations to determine the appropriate solution for Michigan. This could include designing and testing a pilot program that uses an off-the-shelf system.
- The FY15 PREVNT initiative has identified barriers to an integrated reporting system. The applicant should focus on determining what it would take to remove these barriers, such as a change in the law or a data-sharing agreement, etc.
- In addition to continuing the work of the recommendation from the FY15 report, create and integrate "risk markers" (RM) - RM would be used cross agency to report elder abuse or neglect cases to a central repository. These would be used in lieu of trying to create a definition of elder abuse that all agencies would agree on. If an agency case met a percentage of RM then that information would be forwarded.

- Create a screening matrix to be used in conducting a statewide survey using scientific sampling methods to produce accurate population estimates of:
  - Incidence (how many elder abuse cases per year)
  - Prevalence (how many seniors have experienced abuse)
  - Underreporting (how many cases did not get reported)

Resulting survey information could be used to provide information that we do not currently have, such as directing and targeting abuse prevention efforts toward the communities and groups at greater risk, and characterizing the scope and degree of the problem in an attempt to obtain additional funding or effect policy changes.

- Work with APS and other reporting agencies to find common ground to collect, receive and store elder abuse or neglect data.

## **2. Support abuse detection and reporting training for financial services employees.**

- Work with groups or associations that represent financial institutions to create a professional elder abuse prevention education campaign.
- Create a quick reference card that can be used by bank tellers or other financial services employees.

## **3. Support interdisciplinary investigative teams at the local level.**

- Create a collaborative group that includes legal, medical, and accounting groups, among others, that will work with local investigative teams to help prevent and prosecute elder abuse cases.
- Create a standardized toolkit for establishing an interdisciplinary investigative team.
- Create a toolkit on how to effectively run one of these teams.
- Provide ongoing technical support and assistance with the establishment, promotion, and operation of the teams.
- Continue pilot of integrated screening and referral system, with a focus on APS workers. This phase would test a robust screening tool and enhance the notice functionality. This would also allow partners to finish working through the identified barriers. By the end of the project, make a recommendation on whether to continue development with the current vendor, use the state's custom-made system, or use an off-the-shelf solution.
- Develop a proposal to expand the project statewide. This could involve partnering with the 2-1-1 programs to share information and avoid duplication of services.
- Set up the online portal being built with a mini-grant to facilitate communication and information sharing between teams across the state and information sharing between members of the same team. (A social media-type format, along with file collaboration is preferred.)

## **4. Increase elder abuse identification and reporting by interdisciplinary teams through the deployment of interactive elder abuse web-based screening and/or applications for tablets and smartphones, and train medical professionals on the use of elder abuse codes to be reported in medical billing and charts.**

- Train additional waiver agencies, nurses and social workers. Continue to use the QualCare Scale and online simulation training program.
- Explore possibility of incorporating QualCare Scale in the new electronic health records system.
- Train other groups like private companies that provide in-home and community-based services, and geriatric physician groups.

- Do a formal evaluation of the process and work towards building a sustainable model by training a series of trainers.
- Partner with the Michigan Elder Education Program at Michigan State University (MSU) to utilize their structure and train medical professionals throughout the state on how to handle potential elder abuse cases.

**5. To create a project that addresses elder abuse and/or prevention at a local level. (E.g. interdisciplinary teams, education summits, task force development, shelters, transportation, media campaign).**

**Please describe your plan to incorporate project objective(s).**

Any proposed subcontracted activities would need to be approved by AASA.

**Project Period** The PREVNT initiative project period is October 1, 2015 through September 30, 2016.

**Project Criteria**

**Budget**

At least \$25,000 and up to \$1,000,000 is available for organizations to provide AASA with a strategic plan/project to prevent elder abuse. Funding may be awarded to a single grantee or multiple grantees. If awarded to a single grantee, dollars may be used to contract with partners to help reach the project's goals.

The grantee(s) will need to prepare a budget summary and cost detail schedule and provide a narrative to justify its budget. The state's fiscal year is October 1 through September 30, each year. A separate grant agreement will be issued for each fiscal year.

**Please describe your plan for meeting this requirement. (DCH0385 and DCH0386 forms to be completed)**

**Allowable Expenses**

Grant funds may be utilized for the following:

1. Salary and wages (fringes)
2. Training and development related costs
3. Supplies and materials
4. Travel time and travel expenses to support training, campaign, and tasks force
5. Contracts
6. Other (including audits rent and insurance)
7. Administrative expenses must not to exceed 10% of projected grant total

**Please describe your plan for meeting this requirement.**

**Data Collection and Reporting**

The grantee(s) will carry out this project under the direction of AASA. The grantee(s) must work with AASA to design templates for all deliverables, including status reports, issue tracking, and other project documents. The template designs are critical to ensuring that the deliverables and other project documents are in a format agreed to by AASA and the grantee(s). AASA staff will approve each template or provide AASA approved samples. The grantee(s) must have sufficient technological capability to

accurately record, develop and electronically submit reports on all required services in agreement. This information shall be maintained in a format agreeable to AASA.

**Please describe your plan for meeting this requirement.**

The grantee(s) shall provide a monthly service activity report to AASA by the 15<sup>th</sup> of each month. The report must be in Excel or Word or an Excel/Word compatible document, and include the following detailed information, but not inclusive:

- a. Number of contracting participants in project
- b. Number of contracting partnering meetings
- c. Outcome/status of workgroup projects
- d. Other written reports and program information as agreed upon by both parties in signed agreement
- e. A narrative report describing progress on the project's goals and any challenges or deviations from the approved project plan

**Please describe your plan for meeting this requirement.**

The grantee(s) shall submit an accumulative quarterly report electronically to AASA. The accumulative final report will be due 15 days after the end of the agreement period.

**Please describe your plan for meeting this requirement.**

The grantee(s) must maintain a management information system in cooperation with AASA. This system is to include collecting basic demographic data about the users of the service and other important data such as a source of referral, response time to first contact, duration of treatment, etc., as agreed to by AASA and the grantee(s).

**Please describe your plan for meeting this requirement.**

The grantee(s) will maintain a directory of all its qualified contracting partners in this system and make the directory available to AASA. The grantee(s) must maintain an accurate and up-to-date list of qualified contracting partners. This list must be continually updated and submitted to AASA quarterly.

**Please describe your plan for meeting this requirement.**

All data collected for the agreement will become the property of the Michigan Department of Health and Human Services (MDHHS)/AASA.

**Accounting and Billing**

The Financial Status Report must be submitted to AASA electronically by the 15<sup>th</sup> of each month. The grantee(s) must also submit detailed supporting documentation. The grantee(s) must submit expense reimbursement requests in manner and format provided and approved by AASA.

**Please describe your plan for meeting this requirement.**

## **Grant Agreement Terms and Conditions**

The grantee(s) has reviewed the grant agreement terms and conditions in appendix C and shall agree to the terms and conditions if awarded this grant.

The grantee(s) must meet the requirements listed below.

### **1. Population Requirements:**

- a. The grantee(s) must demonstrate the ability and willingness to serve a target population of older adults and persons at risk of elder abuse as set forth by the APS and AASA elder abuse prevention standards
- b. The grantee(s) and/or contractual partners must demonstrate the ability to be contiguous and cover all counties, town or cities in the proposed project area

**Please describe your plan for meeting this requirement.**

### **2. Organizational Requirements:**

- a. The grantee(s) must be an expert in elder law and elder abuse
- b. The grantee(s) must have the ability to enter into a grant award agreement with AASA
- c. The grantee(s) must actively be serving older adults
- d. The grantee(s) must comply with elder abuse prevention standards set forth by AASA

**Please describe your plan for meeting this requirement.**

### **3. Contractual Partner Requirements:**

- a. Contractual partners named in the proposal must comply with elder abuse standards set forth by AASA
- b. Contractual partners named in the proposal must actively be serving older adults

**Please describe your plan for meeting this requirement.**

### **4. Person-Centered Planning**

- a. Person-Centered Planning (PCP) enhances older adults' choice and decision making. It will be required that all grantees are/will be PCP trained. AASA will provide free training if needed.

**Please describe your plan for meeting this requirement.**

## **RFP Process**

The RFP process is as follows:

1. Issue RFP
2. Applicants submit written questions
3. AASA provides written responses
4. Applicants submit proposals by the due date
5. AASA committee reviews and makes an award recommendation
6. AASA director makes award decision
7. AASA issues a grant agreement

### **Award Decision**

The award recommendation will be made by the director of AASA. The grant award decision is final. Grant awards are made at the sole discretion of AASA and are not subject to a protest or appeal.

### **Proposal Format and Required Documents**

Proposals must be completed using an easily readable serif typeface, such as Times New Roman or Courier, and must be 12 point font. Applicants must respond to all sections of the RFP. Failure to respond to every section may result in disqualification from the bidding process. The applicant(s) must include names of key staff along with resumes. The applicant(s) must also include name of individuals who are fiscally responsible for project, the D-U-N-S Number EIN and a copy of the your organization's federal indirect rate (if applicable).

### **Proposal Submission**

Proposals must be submitted electronically to Dawne Velianoff at [velianoffd@michigan.gov](mailto:velianoffd@michigan.gov) by 3 p.m. Eastern Standard Time on September 1, 2015.

Applicants are responsible for submitting their proposals on time. Proposals received by any other method than noted above, or proposals that are late, cannot be considered unless all other proposals received on time do not meet specifications, or no other proposals are received.

**HIPAA to be completed if applicable  
Business Associate Agreement to be completed if applicable  
Applications must be submitted electronically**